

Welcome to the Webinar

Presented by :
Michigan Talent Bank Services
Bureau of Workforce Programs
Michigan Department of Labor &
Economic Growth
December 2006

Webinar Agenda

Part 1: Job Seekers

Improve Resumes & Maximize the Job Search

Questions & Answers

Part 2: Employers

Effective Job Orders & Resume Searches

Questions & Answers

Talent Bank Services Staff

- Barbara Schulz, Manager
- Debbie Hughes,Senior Analyst
- Mike Warunek, Employer Services Analyst

- MTB Analysts: Pat Sawicki, Zelta Little, and Joe Norris
- Communications
 Assistants:
 Verlene Moore,
 Deb Knighten,
 Veronica Bonner

Questions? Feedback?

- MTB Help Desk 1-888-253-6855
- Email <u>MTBHelp@michigan.gov</u>
- MTB Training Site <u>http://training3.michworks.org</u>
- Mediated Services/One Stop
 http://services.michworks.org
 Email implementation@michworks.org

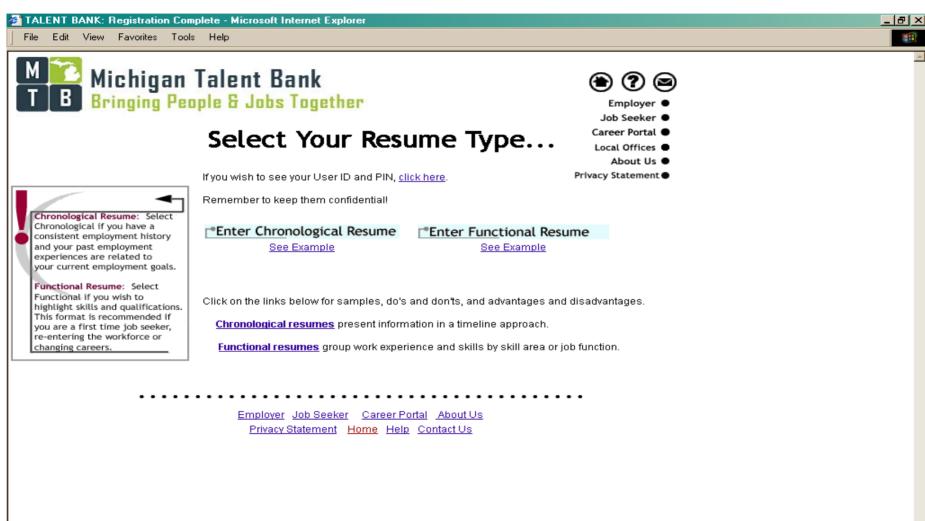
Know the Options



Resume Writing 101

- Gather the facts on paper first.
- Use the Tools
- Don't use all caps
- Use specific job skills.
- Get a free Email account.
- Save UserID & PIN in a Secure Place.
- Disable the pop-up blocker

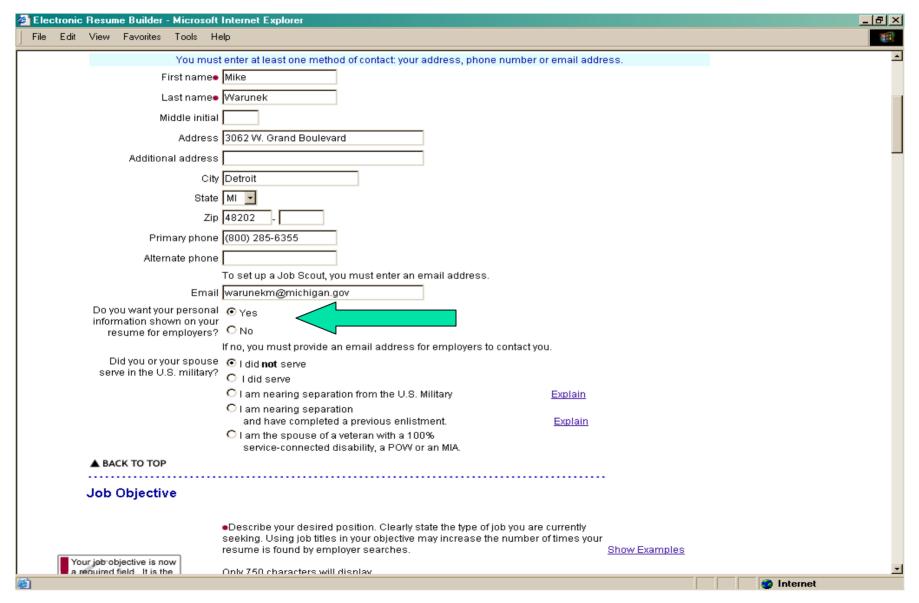
Chronological or Functional Resume?



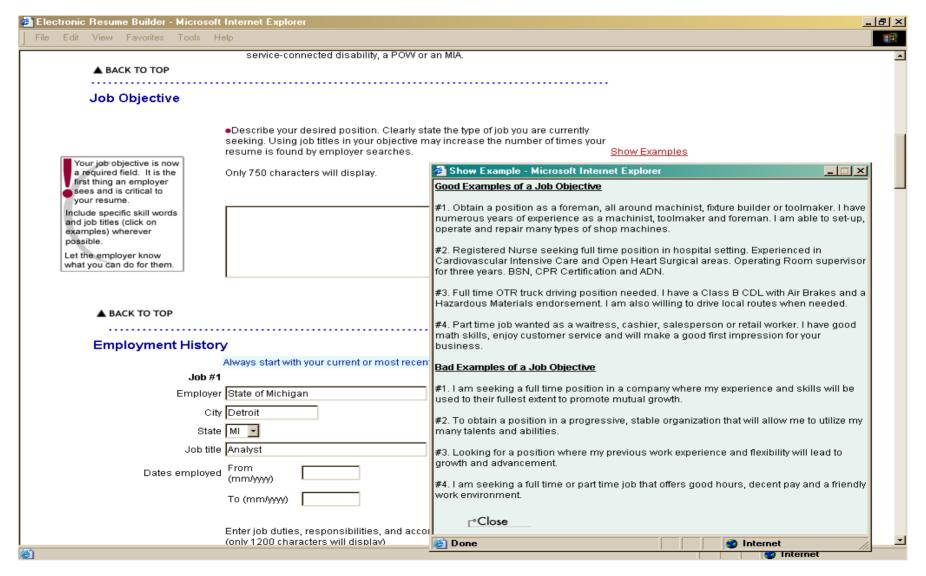
Internet

Done

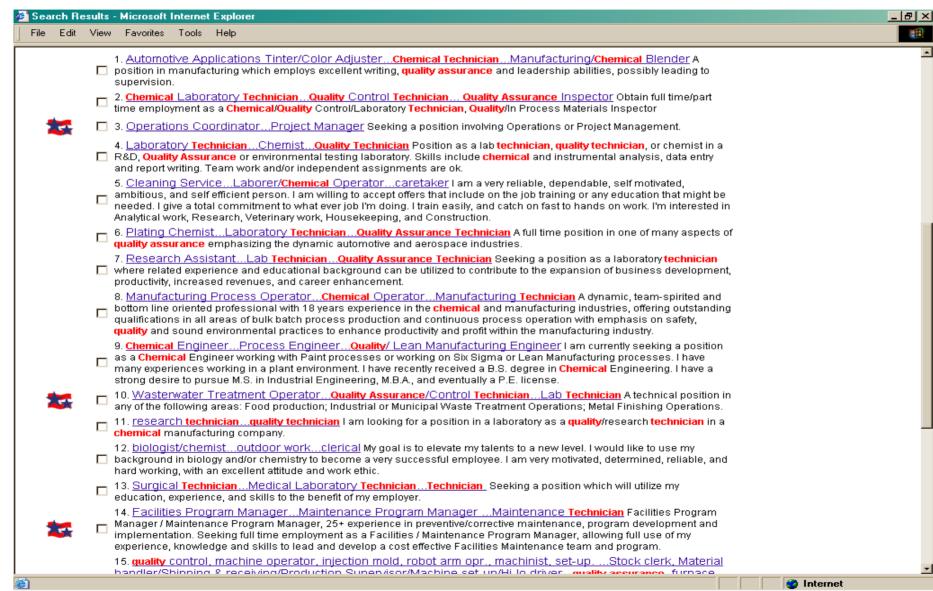
Confidential Resume



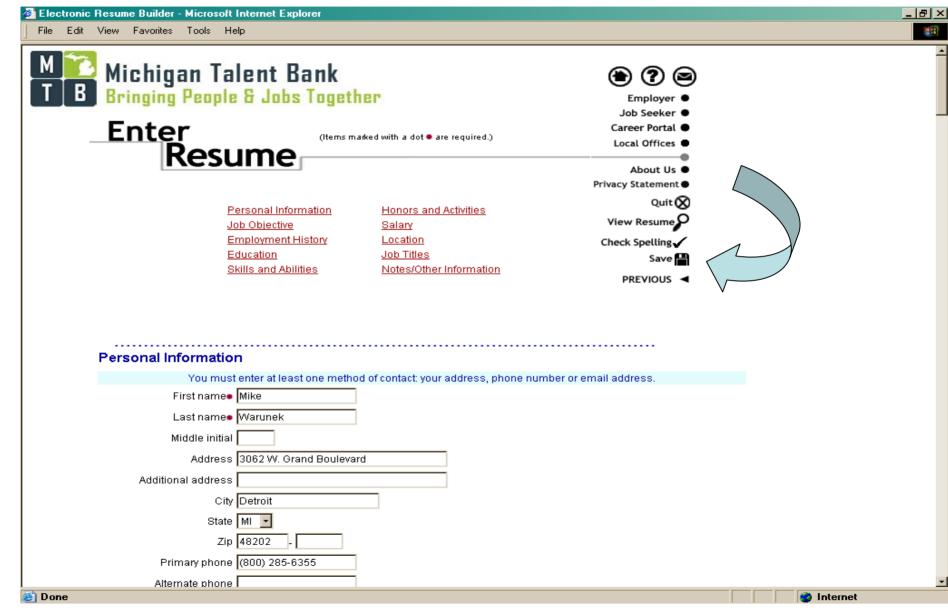
Job Objective



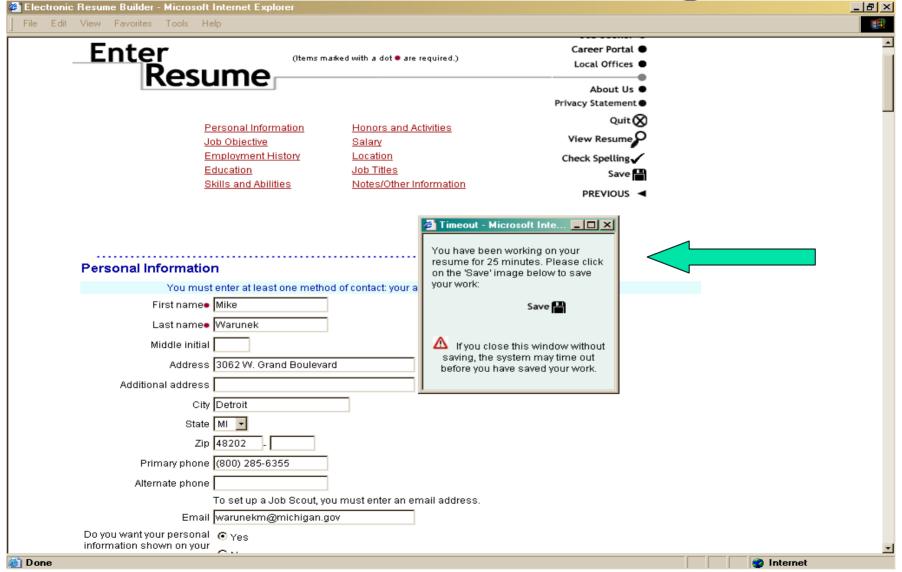
Employer View of Job Objectives



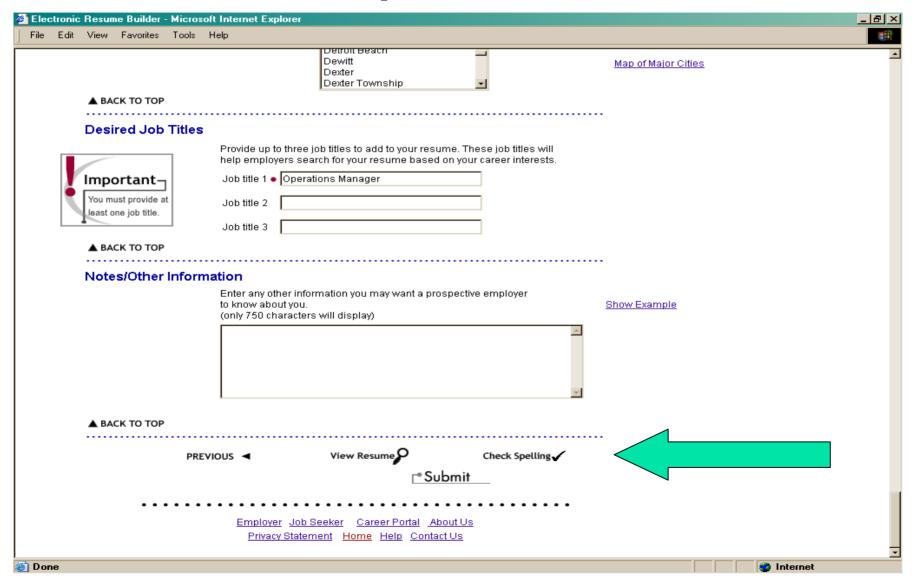
Save and Submit



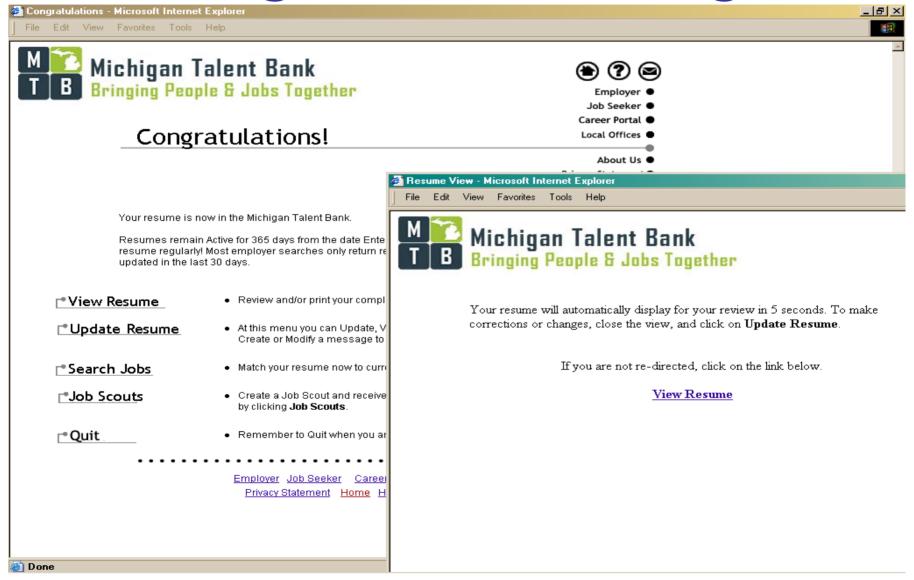
Time Out Warning!



View Resume, Spell Check and Submit



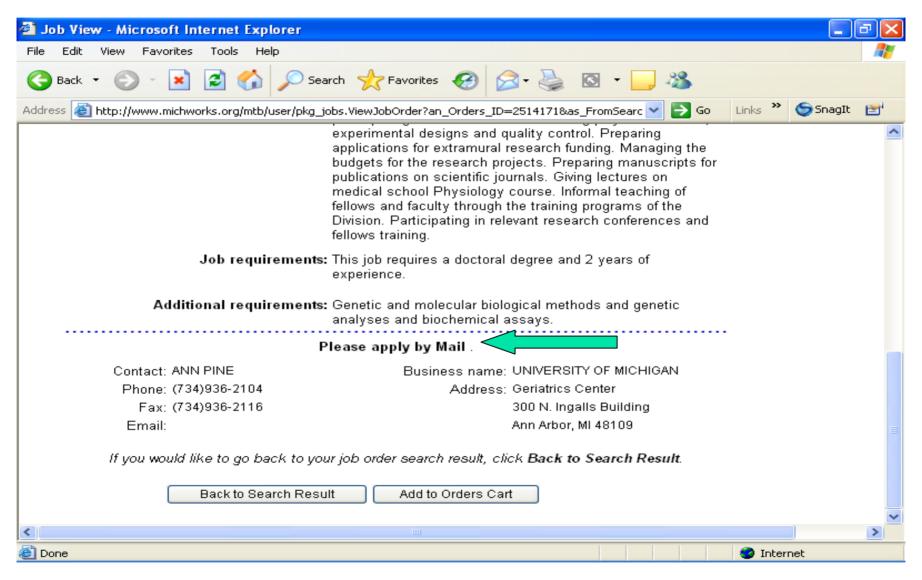
Congratulations Page



Applying for Jobs on MTB

- Check Method Requested by Employer
- Email
- Website
- Fax
- Mail
- In Person

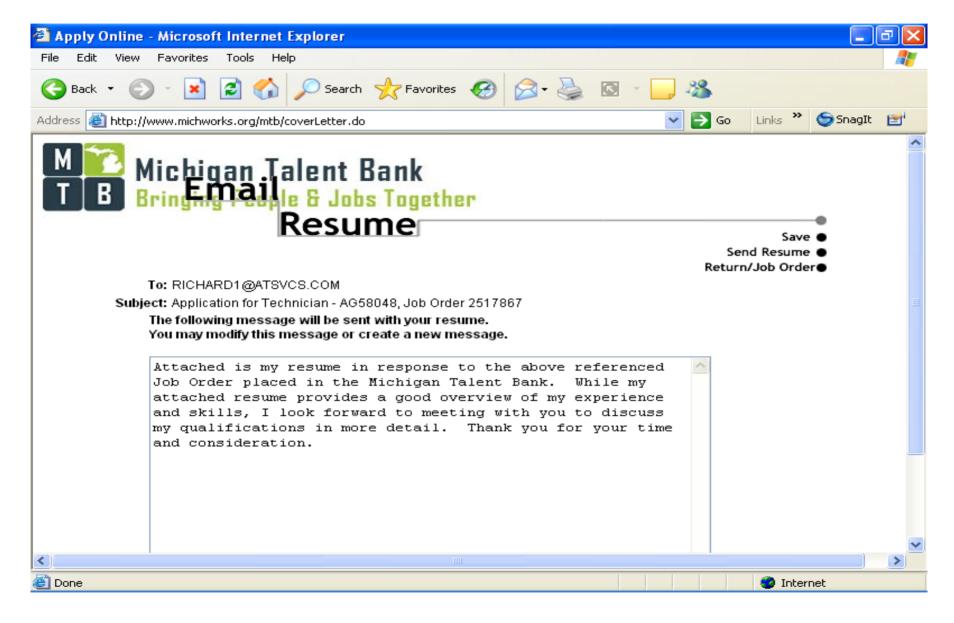
Follow Employer's Request



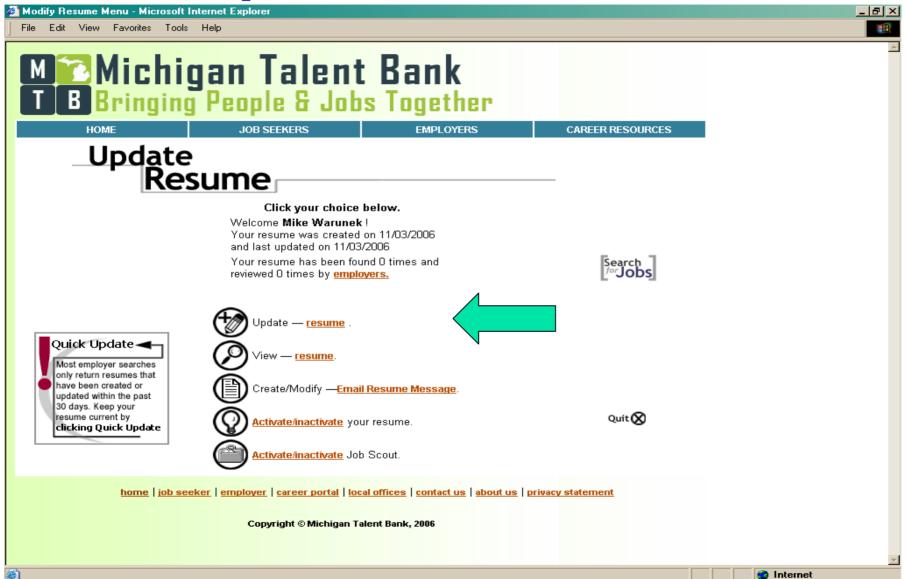
Cover Letters for Emailed Resumes



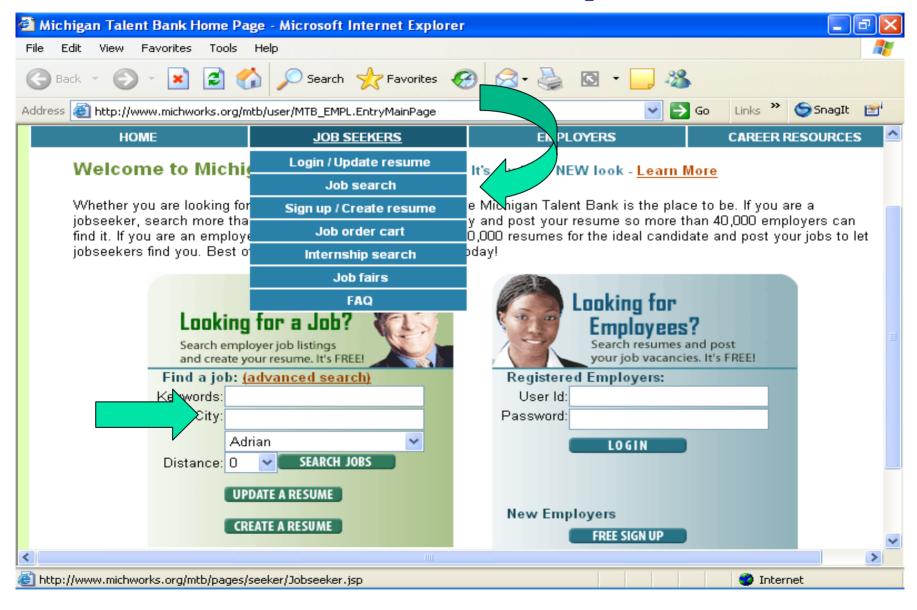
Cover Email Text



Update the Resume



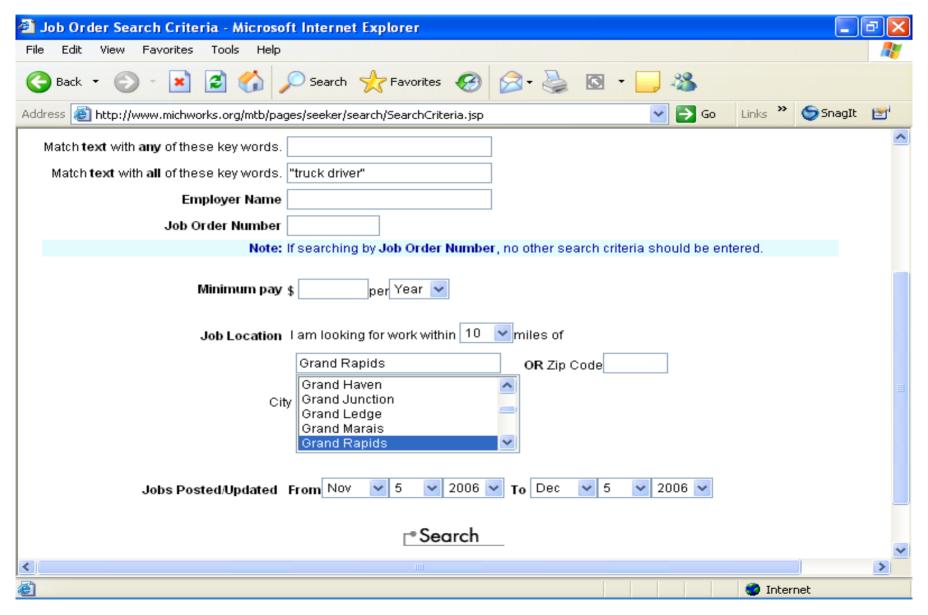
Job Search Options



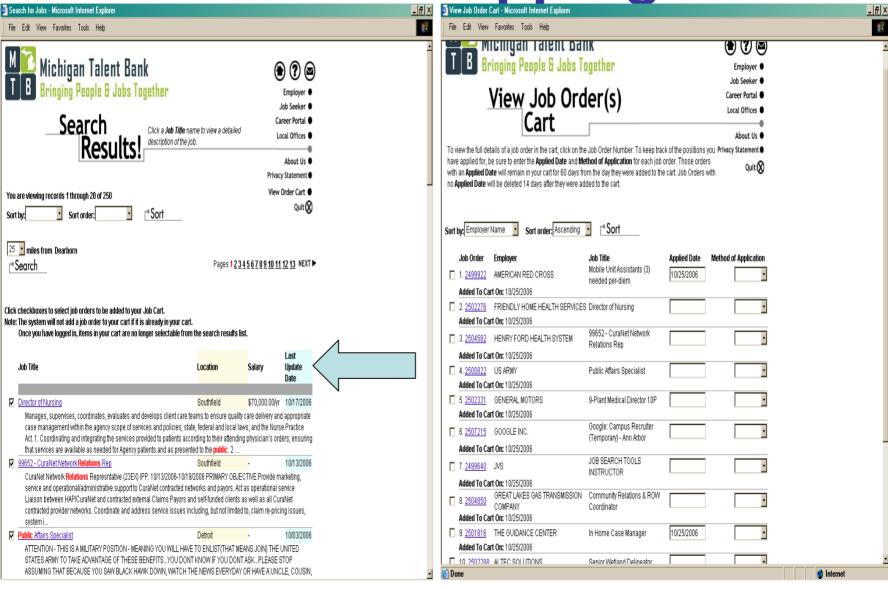
Easy Job Searches



Tailor Your Job Search



Job Order Shopping Cart



Any Questions?

